



September 28, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Contract for State Legislative Support, Agenda Item 6

Dear Commissioners:

Executive Summary

In April 2006, the TAM Board authorized the release of a Request for Qualifications for state legislative support for TAM to receive proactive support in achieving its legislative goals. As provided for in the TAM Budget for FY 2006-07, the legislative support consultant will aid TAM staff and Board members in coordination of TAM's goals and concerns. The RFQ resulted in 4 proposals being submitted. All 4 teams were interviewed in September 2006. The interview team, consisting of three TAM Board members and TAM's Executive Director, have completed the interview process and after some additional reference checking, will be making a recommendation to the full TAM Board at the meeting of September 28th, 2006 for entering a one year contract with the selected firm, with the allowance for two 1- year extensions.

Attached is the contract scope of services.

Recommendation: The TAM Board accept the recommendation of the TAM interview team in selecting a professional consultant team for TAM's state legislative support services, and authorize the Chair to execute a contract for one year, with two allowable one-year extensions. The contract will not exceed \$100,000 over a three year period.

Attachment: Scope of Services

Attachment 1

Scope of Services

The following scope of services provides proposers with an outline of services that are expected to be offered as part of this procurement. The contract period will be for three (3) years, with an option to be extended for up to two (2) additional years

Possible services to be provided under this contract include, but are not limited to:

- 1) Represent and advocate—before the California Transportation Commission, the State Legislature, and the Governor’s Office—the positions and policies of the Authority.
- 2) Represent the Authority before the various legislative committees in Sacramento, as directed.
- 3) Proactively monitor transportation and other committees as appropriate and represent the Authority before such committees, as directed.
- 4) Advise the Authority on legislative strategy and serve as an advisor to staff and the Board of Directors.
- 5) Represent the Authority, when directed, before State Departments, Agencies, and regulatory bodies that impact the policies and programs of the Authority.
- 6) Proactively provide information relative to legislative hearings which may have impact on the policies and programs of the Authority.
- 7) Closely monitor and manage legislative issues and/or bills which the Authority has identified as high priority items.
- 8) Provide assistance to the Authority in drafting proposed testimony before the Legislature and present such testimony when requested.
- 9) Coordinate advocacy efforts with the Authority’s Board of Directors and staff.
- 10) Respond quickly and effectively to TAM’s requests for assistance or information.
- 11) Undertake such other assignments upon which the Authority and consultant mutually agree.
- 12) Prepare written reports as directed and when workload suggests a need for them, summarizing the consultant’s activities on behalf of the Authority.

Comply with all Federal and State laws and regulations relating to the activities of lobbyists. Provide necessary documentation to support the filing of all required Federal and State forms related to legislative assistant or lobby